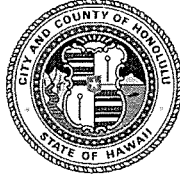


OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 * HONOLULU, HAWAII 96813
PHONE: (808) 768-4141 * FAX: (808) 768-4242 * INTERNET: www.honolulu.gov



KIRK CALDWELL
MAYOR

EMBER LEE SHINN
ACTING MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

January 24, 2013

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2013 JAN 28 AM 11:13

Dear Chair Martin and Councilmembers:

With reference to Mayor's Message No. 9(13), please find enclosed information which may assist the Council as it considers my request to confirm Carolee C. Kubo as the Director of the Department of Human Resources.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell
Mayor

Enclosures

CITY AND COUNTY OF HONOLULU
NOMINEE/APPOINTEE FORM

1. Position Nominated to: Director of Human Resources
2. Name: Carolee C. Kubo
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐
If yes, how long 57
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Occupation: Director Designate for the Department of Human Resources
5. Name and address of employer or firm:
City and County of Honolulu
6. Does your employer do any business with the City and County of Honolulu?
Yes ☐ No ☐ If yes, state the nature of business and approximate dollar amount in the last five years:
N/A
7. Do you or does any member of your immediate family hold office or own stock in any firm?
Yes ☐ No ☒
8. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☐
If yes, provide details including the name(s) of the firm:
N/A
9. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒
If yes, provide details:
10. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
11. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☒ No ☐ If yes, please specify the department and division:
Corporation Counsel
12. Are there any incidents in your past that may jeopardize your nomination
Yes ☐ No ☒
13. Have you ever been convicted of a felony? If yes, provide details:
No.

14. Education:
University of Hawaii at Manoa- BA in Arts and Sciences- Psychology Major, June 1978

15. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):
See attached resume.

16. Community activities, etc. (also list any service on any other board or commission Federal, State or County):
None presently.

17. Have you ever been a member of a board or commission with the City and County of Honolulu?
Yes ☐ No ☒ If yes, provide name(s) of board/commission:

18. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐
19. Will you be able to commit to meeting dates and times? Yes ☒ No ☐
20. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

21. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐
22. What do you understand to be the prime duties of your county appointment?
The major duty of my position is to efficiently operate a comprehensive personnel
program for the City and County of Honolulu based on the merit principle. My office
negotiates on behalf of the Mayor, all collective bargaining contracts with the various
Unions.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Caralac C. Kuba
(Signature)

1/16/13
(Date)

The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.

Carolee C. Kubo

Employment Experience:

A. State of Hawaii, Hawaii Health Systems Corporation- (July 1, 2010 to Jan. 13, 2013)

Position: Human Resources Manager- Labor Relations

Manage all facets in the Labor Relations area and ensure its smooth integration with all other personnel areas in the Corporate Human Resources Office. Major duties included negotiating of collective bargaining agreements with the Hawaii Government Employees Association and the United Public Workers Union. Duties included drafting contract language, negotiating across the table with the Unions, drafting Supplemental Agreements, Memorandums of Agreement and Memorandums of Understanding. Following the conclusion of negotiations, provide statewide contract training for the personnel staff in the five HHSC Regions.

I was responsible to hear grievances at the Corporate level and to draft Step 2 level responses on behalf of the Director of Human Resources. I reviewed the grievance files and made recommendations to pursue to Arbitration or to consider settlement based on the merits of the case. If settlement was in the best interest of the Employer, I would draft, negotiate with the Unions and execute the Settlement Agreement.

I possess knowledge, skills and abilities gained through extensive Labor Relations experience which includes:

- Knowledge of the functions and organization of State and County government
- Knowledge of Personnel management and labor relations concepts
- Knowledge of Policies and procedures of personnel administration
- The ability to research prior precedent setting arbitration cases
- Knowledge of Applicable Statutes, laws, charters related to personnel administration
- Knowledge of various Administrative rules, regulations, policies, guidelines and interpretations related to collective bargaining in the public sector
- Knowledge of Public and private sector laws related to collective bargaining, civil service rights, Workers Compensation laws, Family Medical Leave Act provisions, Equal Employment Opportunity /Hawaii Civil Rights Commission laws, Fair Labor Standards Act, American with Disabilities Act and other relevant State and Federal laws

- Knowledge of Industrial relations trends and practices
- Institutional knowledge of labor history and collective bargaining

B. Hawaii Government Employees Association- (May 13, 1990 to June 30, 2010)

Position: Field Services Officer

I was the principle program administrator for BU-09 and BU-13 and responsible to oversee the governance and all areas of labor relations which included the following:

- Governance of the BU-09 and BU-13 Board of Directors, State Board Directors and Oahu Island Division Officers, stewards, committee members and employees
- Draft contract negotiations proposal language, negotiate with the employer group, assist in interest arbitration hearings, conduct Stop Work Informational Meetings (SWIM) for members to provide education on any new contract provisions
- Interview and hire union agents in my section and provide training in collective bargaining contract enforcement and interpretation, provide oversight in grievance handling and arbitration for all bargaining units, ensure members are provided excellent union representation, services and benefits
- Involved with the Legislative Process which included researching pertinent issues, assisting with drafting of bills, reviewing and tracking of bills, drafting and presenting testimony at legislative hearings, lobbying various legislators and educating members and implementing the new laws
- Assigned as the point person for specific political campaigns and responsible to plan, organize and execute all campaign activities for that candidate with the ultimate goal of successfully winning the election

C. State of Hawaii- Department of Labor and Industrial Relations, Unemployment Insurance Division (September 1984 to May 1990)

Position: Unemployment Insurance Specialist IV

In this position, I was responsible for handling the most difficult and complex Unemployment Insurance cases which included the following areas:

- Investigate suspected cases of Unemployment Insurance fraud by collecting evidence, surveillance, preparing the case file, testifying before the Grand Jury and prosecution case and enforce collection of overpayments.
- Perform field audits of Federal Agencies and Military Bases for compliance with the Unemployment Insurance laws
- Investigate, collect evidence and adjudicate Work Stoppage (strike) Unemployment claims and represent the Department in contested case appeal hearings
- Investigate and enforce collection of Unemployment overpayments of benefits
- Develop and conduct educational sessions for other State and City agencies, Military bases or any party requesting presentation of the Unemployment Insurance laws and programs

D. State of Hawaii- Department of Human Services (October 1983 to September 1984)

Position: Eligibility Worker

In this position I was responsible to review applications for Food Stamps, interview the applicants and determine if they met the criteria to be eligible to receive food stamps based on their income and assets.

E. State of Hawaii, Department of Human Services- Disability Determination Branch (September 1982 to October 1983)

Position: Clerk Typist III

In this position I was a support staff to the Disability Claims Examiners and responsible to process the mail, type letters to physicians or other agencies, xerox relevant medical files and maintain the claimant charts.

Educational Background:

- University of Hawaii, Manoa Campus
Bachelors of Arts and Sciences- Psychology Major, May 1978
- McKinley High School
High School Diploma, June 1973
- George Meany Center for Labor Studies, November 1994
"Arbitration, Preparation and Presentation"

Professional Licenses / Affiliations:

- Real Estate Salesperson- Licensed July 1994 (currently on Inactive status)
- Hawaii Hurricane Relief Fund- Board of Director
Chairperson- July 1, 2001 – June 2005
Board Member July 1, 1997 to June 2005
- Hawaii Health Systems Corporation, Oahu Region- Management Advisory Committee,
October 2002 to 2007
- Community Initiative on Nursing in Hawaii- Advisory Member
May 1997 to December 1999

Professional Training:

I participated in numerous training sessions, seminars and conferences during the past twenty plus years related to personnel and the public sector collective bargaining arena. Examples of educational sessions attended are listed below:

American Federation of State County and Municipal Employees (AFSCME)-

- Recognizing and dealing with Sexual Harassment
- Public Speaking and Presentation Skills
- Internal Organizing and the Role of the Steward
- Congress and You
- Privatization
- Dealing with Domestic Violence
- National Nurse Congress- The Role of Nursing in the Millenium

US Federal Mediation and Conciliatory Services

- Grievance Mediation and Problem Solving in the Workplace

University of Hawaii- Center for Labor Education and Research (CLEAR)

- Labor Law History

- Workers Compensation laws
- Common Sense Economics

George Meany Center for Labor Studies- Silverspings, Maryland

- Arbitration, Preparation and Presentation

Federal Equal Employment Opportunity Commission (EEOC)

- Wrongful Employer Practices
- Identifying and Investigating Sexual Harassment
- Americans with Disabilities Act (ADA)
- EEOC Legal Rights

State of Hawaii, Hawaii Civil Rights Commission (HCRC)

- Employment Law Discrimination
- Family Medical Leave Act (FMLA)
- American with Disabilities Act (ADA)

State of Hawaii, Dept. of Human Resources Development

- Workplace Violence
- Affirmative Action Law
- Safety in the Workplace
- Transitioning from Adversarial Advocacy to Position Representation in
Grievance Handling
- Termination, Unemployment and Workers Compensation
- Indoor Air Quality
- Environmental Hazzards
- Changing your Workstation (Ergonomics)
- Critical Incident Stress Management

Peter L. Trask, Esq.

- Just and Proper Cause for Discipline
- The Seven Tests of Just Cause
- Reductions in Force (RIF)
- Management's Rights
- Duty of Fair Representation
- Worker's Compensation and Independent Medical Exams
- Unlawful Terminations
- Maintenance of Rights and Benefits
- Entitlement to Grievance Documents
- Components of Consultation
- Double Jeopardy
- Arbitration Analysis
- Derogative documents

Federal Department of Veterans Affairs

- Workplace Violence

Hawaii Pacific Federal Executive Board EEOC Council

- Negotiating Mediation Clauses into your Collective Bargaining Agreement
- Conflict Resolution
- Various Mediation Styles
- Facilitation Skills
- Culture, and How It Makes a Difference in Problem Solving
- Writing Settlement Agreements

Thomas Angelo, Esq.

- Interest Arbitration

Emily's List

- How to Run a Successful Political Campaign

Communications America

- Interpersonal Skills

Parthenia Medical Group

- Medical Causation and Occupational Diseases
- Industrial Back Care
- Psychiatric Stress Issues and Psychiatric Testing

Posner and Rosen, Howard Rosen, Esq.

- Grievance Handling Skills
- Investigating, Evaluating and Settling Grievances